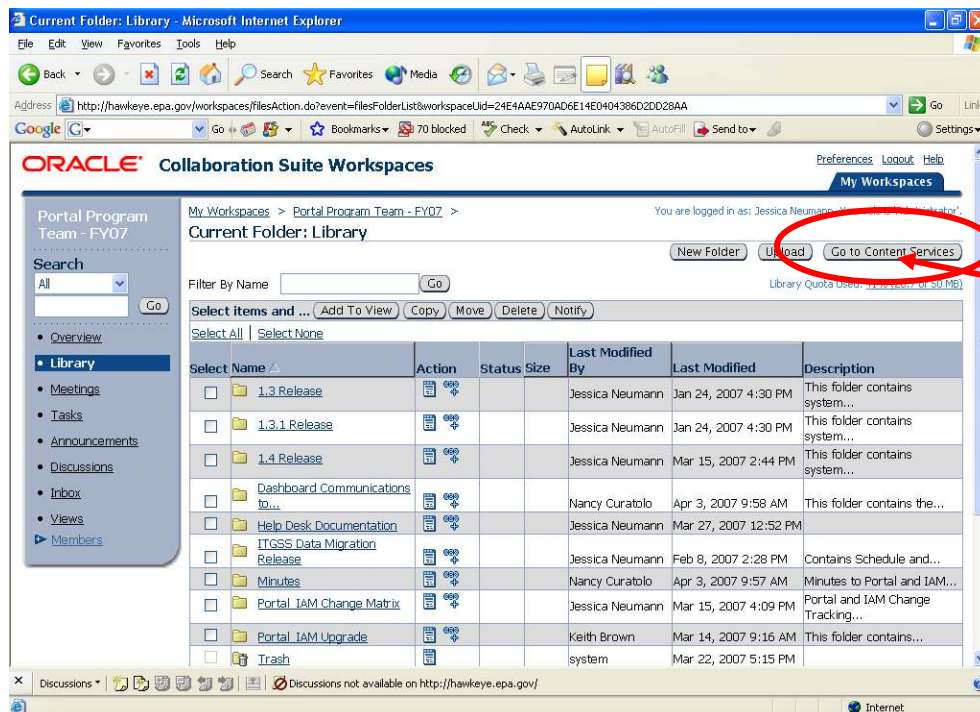




Oracle Collaboration Suite (OCS) allows you to save the history of modifications made to documents stored in OCS workspaces by enabling the versioning function. This document outlines how to utilize the versioning function.

How Do I Enable Versioning?

In order to utilize the versioning function, you must first enable this feature for your Workspace using Content Services. You may access Content Services through an existing Workspaces by clicking on the Library link in the Workspace's left navigation bar and clicking on the "Go to Content Services" button in the right corner (see Figure 1).



From the Workspace Library, click the Go To Content Services button.

Figure 1: Accessing Content Services from the Workspace Library

Once on the Content Services screen, you can enable versioning by following the steps outlined below.

1. Right click on the Workspace in which you would like to employ versioning (see Figure 2). A pop-up screen will be displayed (Figure 3). Select the *Versioning* tab on that screen, as shown in Figure 3.

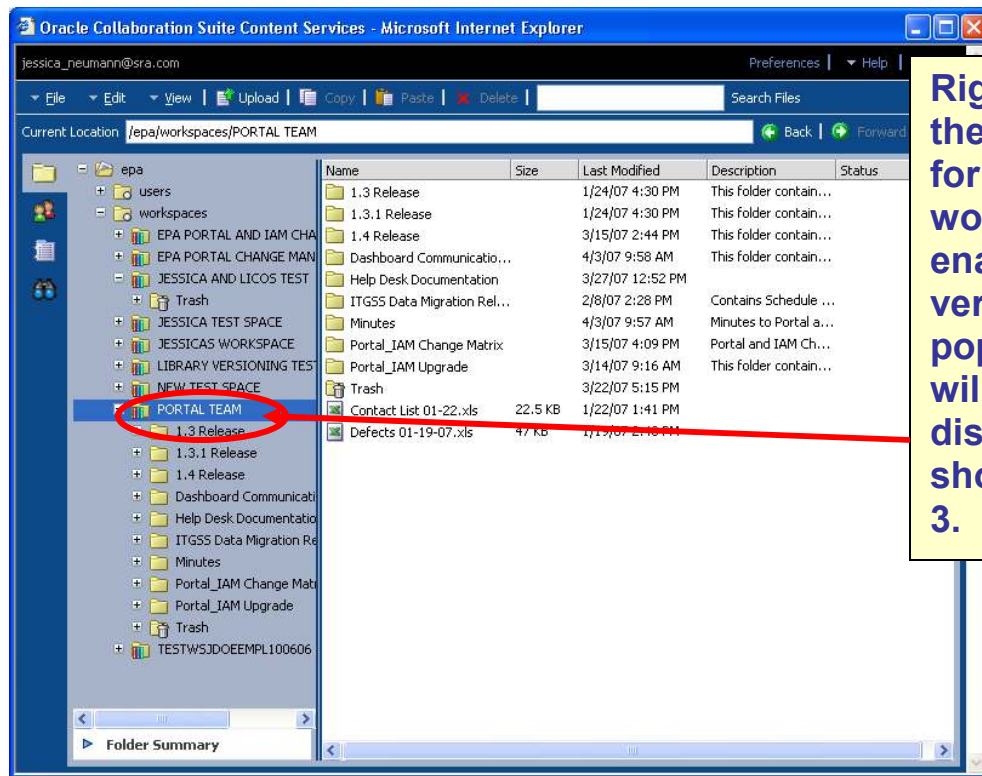


Figure 2 Selecting a Workspace from Content Services

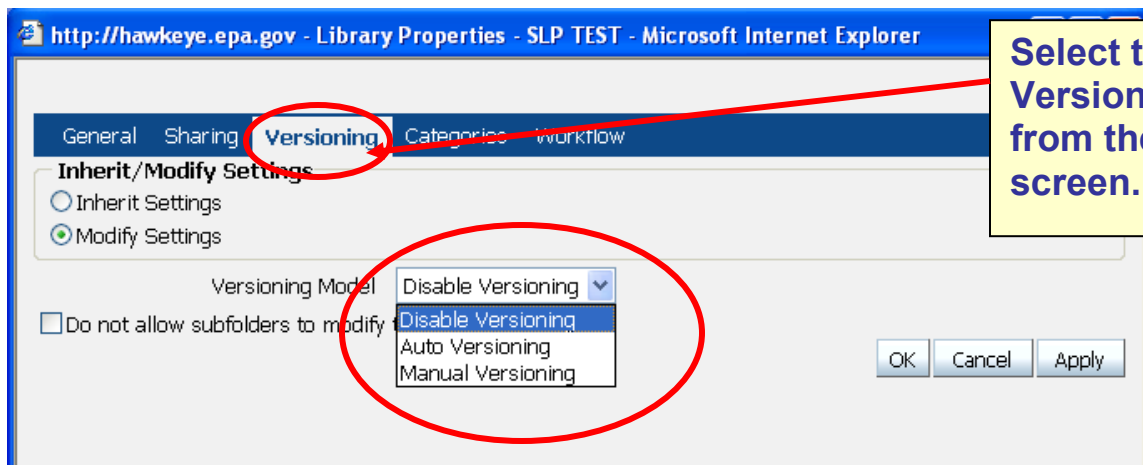


Figure 3: Enabling Versioning

2. Select the “Modify Settings” button as show above. The Versioning Model drop down menu will allow you to select the kind of versioning capability that best suits your Workspace. You may select:
 - a. Auto Versioning: for each version that is created, a version number will automatically be generated for that document.
 - b. Manual Versioning: each version will have to be manually numbered by the user creating the new version.



- c. Please note that with either type of versioning, you must select the maximum number of versions to keep. If the number of versions exceeds the given number, the oldest versions will be deleted as new ones are added. If you do not wish for your document to be purged when the maximum number is exceeded, you will need to manually prevent each version from being purged. See the section entitled, “How Do I Prevent My Versions from Being Purged?” below.

The screenshot shows the 'Versioning' tab in the EPA Portal. The 'Inherit/Modify Settings' section has 'Modify Settings' selected. The 'Versioning Model' is set to 'Manual Versioning'. The 'Maximum number of versions to keep' is set to 10. The 'Labeling Format' is set to '1,2,3,...'. The checkbox 'Do not allow subfolders to modify these settings' is checked and circled in red. The 'Apply' button is also circled in red.

Figure 4: Versioning Restrictions

3. To ensure that versioning cannot be turned off for any sub-folders created within your Workspace, select the box to the left of the “Do not allow subfolders to modify these settings.” Then, click “Apply” as seen in Figure 4.

How Do I Version a Document?

You may edit documents stored in your Workspace either by accessing the document through Content Services or through the Workspace’s Library. To create versions of a document through either Content Services or the Workspace Library, follow the steps below.

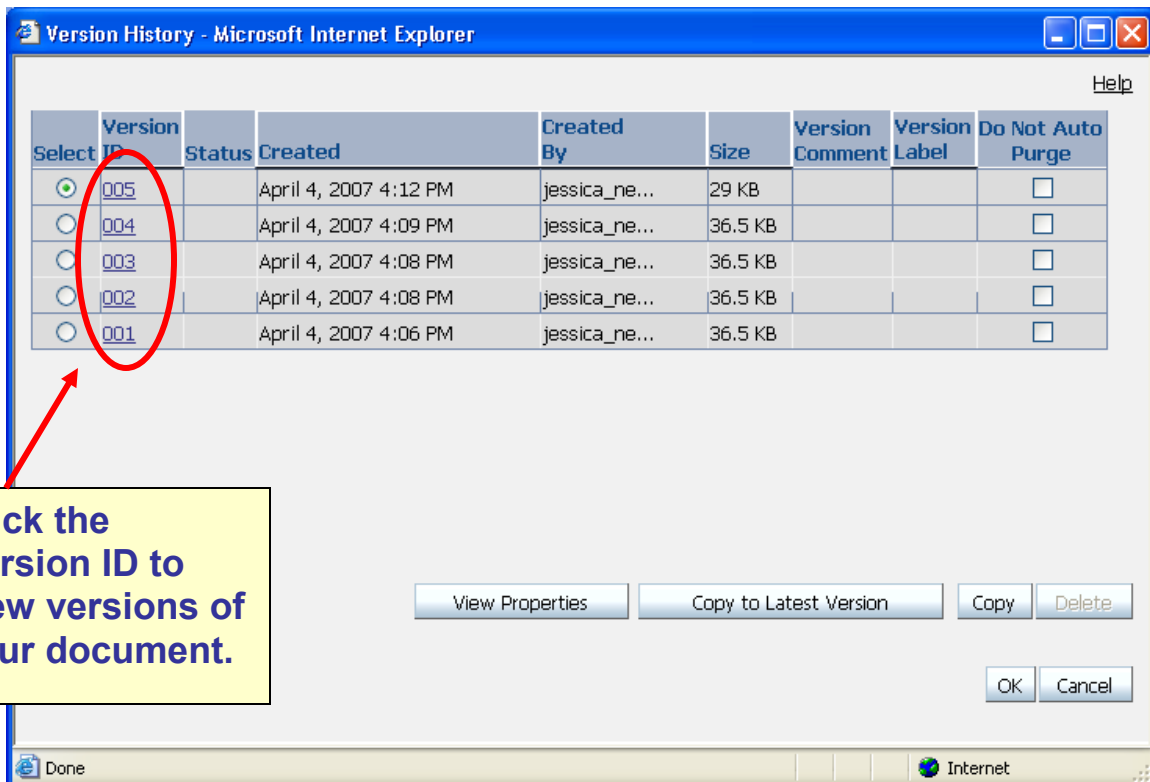
1. Open the document that you would like to modify either from Content Services or the Workspace Library.
2. Make the desired changes to the document.
3. Click “Save As” and save it with the exact same file name as the previous version.
4. Upload the document again through either Content Services or the Workspace Library.



5. If you are accessing the document through Content Services, the status reads “Versioned.” (See Figure 5.) To view the different versions of this document, highlight the document name, and right click. A menu will be displayed allowing you to select “Version History.” The Version History screen is displayed (see Figure 6). Click the Version ID link to view each version of your document.
6. If you are accessing the document through the Workspace Library, you will see the versioning icon displayed in the Status column of the Library (see Figure 7). Double click on this icon to access the prior versions of this document through the Version History screen as shown in Figure 8.



Figure 5: Versioned Document



Click the
Version ID to
view versions of
your document.

Figure 6 Version History Screen



Oracle Collaboration Suite Workspaces

My Workspaces > Jessica and Lico's Test > Current Folder: Library

You are logged in as: Jessica Neumann. Your role is 'Administrator'.

Library Quota Used: 3% (1.3 of 50 MB)

Select	Name	Action	Status	Size	Last Modified By	Last Modified	Description
<input type="checkbox"/>	Trash				Jessica Neumann	Jan 16, 2007 11:15 AM	
<input type="checkbox"/>	Community Text.doc			1148.5 KB	Jessica Neumann	Jan 16, 2007 2:43 PM	
<input type="checkbox"/>	What's New Text release...			29.0 KB	Jessica Neumann	Apr 4, 2007 4:12 PM	

Double click the Versioning Icon to access prior versions of your document. The Version History will be displayed as shown in Figure 8.

Figure 7: Viewing Version History from the Library

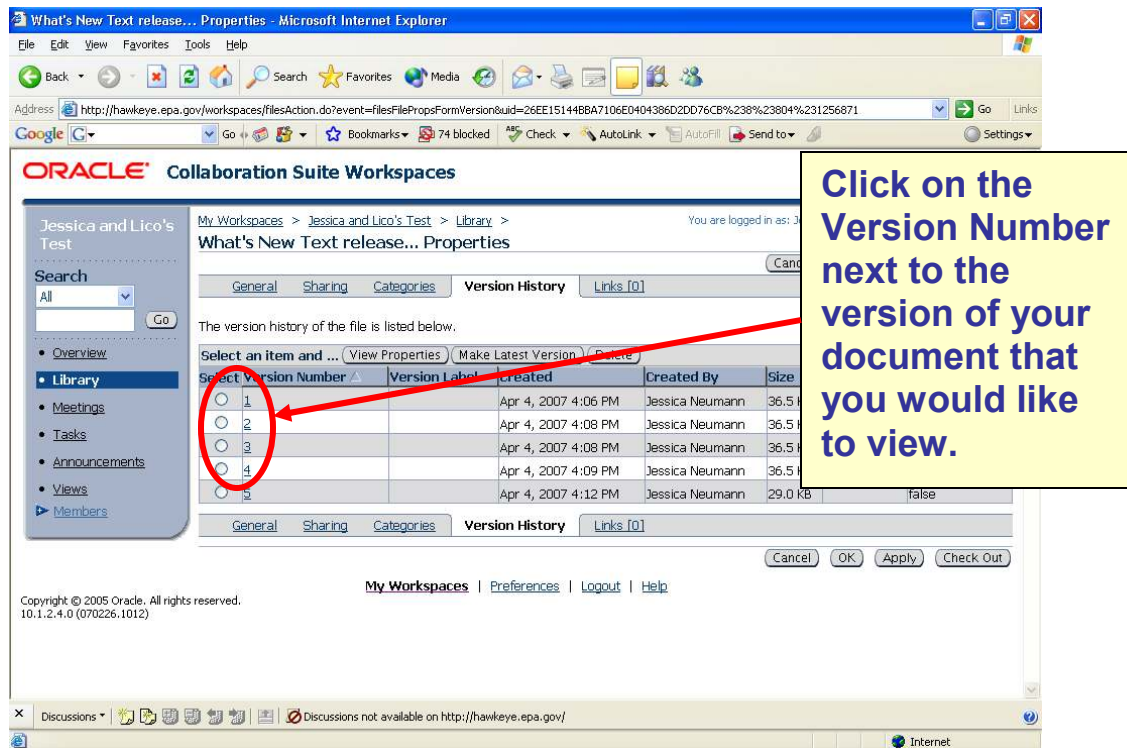


Figure 8: Version History

How Do I Prevent My Versions from Being Purged?

You can prevent versions of your documents from being purged when the maximum number of versions being kept is exceeded by clicking the “Do Not Purge” flag for each of the versions that you do not wish to purge. To do this:

From Content Services:

1. Highlight the document for which you would like to view version histories and right click. Select “Version History” from the pop-up menu. The Version History screen is displayed as shown in Figure 8 above.
2. Click the Do Not Auto Purge box next to the version that you do not wish to be deleted when the maximum number of versions is exceeded.

From the Library:

1. Double click the versioning icon as shown in Figure 7 above. The Version History screen is displayed as shown in Figure 8. Select the version that you do not wish to be deleted when the maximum number of versions is exceeded by clicking in the “Select” radio button next to the version name and click the “View Properties” button. The Version Properties screen is displayed as shown in Figure 9 below.
2. Click the “Do Not Purge” box at the bottom of the screen.

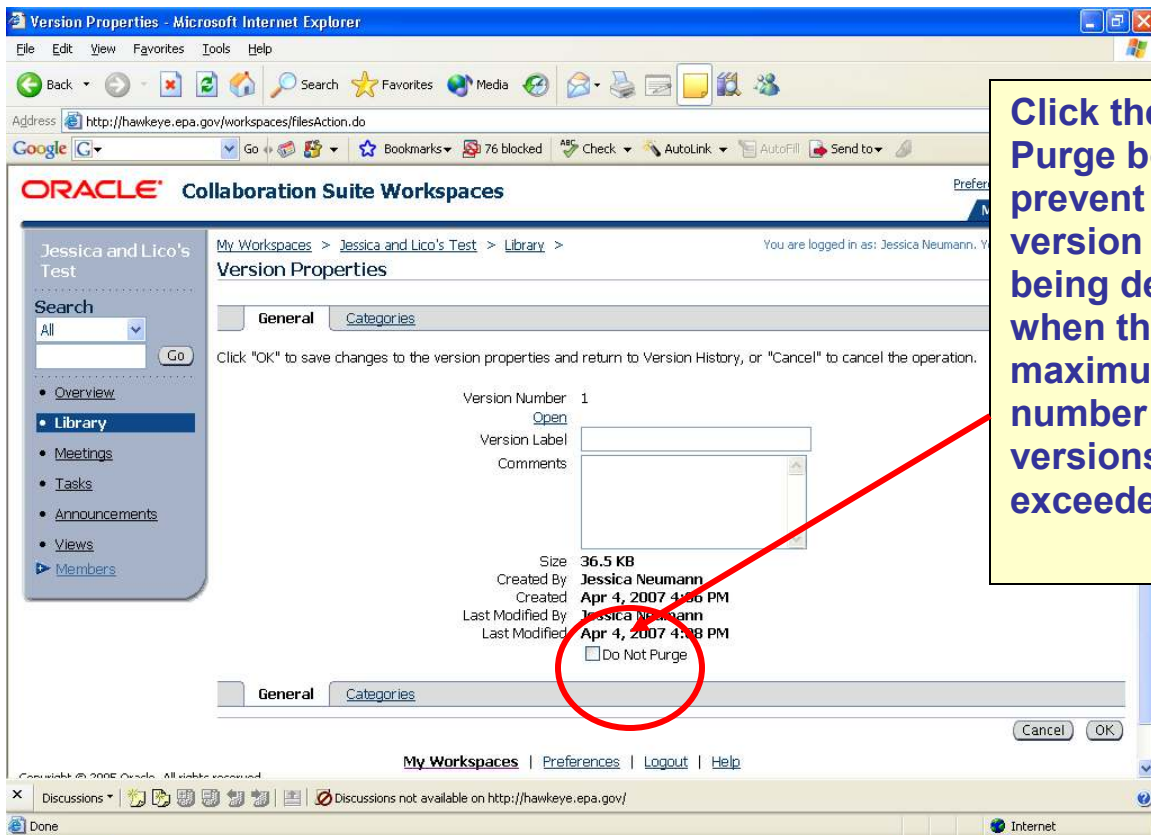


Figure 9: Version Purge Prevention

Who to Contact for Help

For questions, concerns, or assistance in using the Portal, contact the EPA Customer Call Center at 1-866-411-4EPA or epacallcenter@epa.gov.